

ECHT NURSERY

**Administration of Medication Policy**

The purpose of this policy is to outline correct procedures for the administration of medication to children during a nursery session. It will detail the requirements of parent/carer consent, essential information required and identify the records to be kept.

**Who is Responsible?**

**Staff do not have a legal responsibility to administer medicine.**

* It is the overall responsibility of the member of the nursery team given the medication by the parent or guardian to ensure that there is written parental/guardian permission to administer medication to children during the session.
* It is the responsibility of the staff to ensure that parent/carers complete a *Medication Administration Form* prior to any medication being administered and a signature is obtained giving consent.
* It is parental responsibility to ensure that all medication is clearly labelled with their child’s name, dosage, purpose and expire date clearly marked.
* It is the responsibility of all nursery staff to ensure medication is stored correctly during a nursery session.
* It is the parental responsibility to store medication out with the nursery session. There will be no short term medication stored at nursery ( only inhalers, Epi-pens and skin creams).
* It is the responsibility of nursery staff to ensure medication is returned at the end of a nursery session.
* It is the nursery staff member, who is administering the medication responsibility to ensure they update the *Medicine Administration Record* and have another member of staff sign the record as a witness.
* It is the nursery staff member who is administering the medication responsibility to hand back the medicine at the end of session and ensure the parent or carer signs out/in the medicine on the *Medicine Administration Record.*

A staff member will not administer the first does of medicine to the child. Parents should give their child one dose to ensure no allergic reaction is caused by administering the medication.

Members of staff may only administer prescribed medication to a child after a *Medication Administration Form* has been completed, which gives consent of the parent/carer. A new form should be completed for each change in medication with new updated details outlined. Staff can only administer medication for the length of time stated on the *Medication Administration Form* and on the prescribed medication issued (if printed on). Staff will not administer medication beyond this time-scale unless we have a doctor’s letter.

Clear instructions with the child’s name and dosage must be given and kept with the medication. Parents must do this prior to handing over to nursery staff.

* The *Medication Administration Form* will detail the name of the key staff member who will administer the medication.
* Before medicine is administered, the member of staff should check the *Medication Administration Form.*
* The *Medicine Administration Record* should be completed each time the child receives their medication. This form must be completed and signed by the person administering the medication, witness and be countersigned by the parent or carer when they collect their child and the medicine for that day.

**Administering Medication**

During the nursery session the named member of staff on the *Medicine Administration Form* will administer the medicine to the child. This named person will follow all instruction detailed by the parent or carer on this form.

When administering medicine as part of an ongoing need, nursery staff should ensure an *Medicine Administration Form* is completed at the start of the course of medication. The date should be marked as ongoing and reviewed every **6 months** unless there is a change in medication. The child should have a Health Plan and administration of the medication should follow procedures outlined in this.

**Storage of Medication**

All medication must be individually stored within a sealed bag/bottle/box. It should be clearly labelled with

* child’s name,
* date of dispensing,
* name of the medication
* dosage amount
* frequency,
* expiry date,
* method of administration
* any additional instructions

The location of where the medication should be stored should be checked and recorded on the *Medicine Administration Form*.

Storage conditions for most medicines can be satisfied by either cold storage (between 2-8 C – *fridge conditions*) OR storage that is not above 25C (room temperature). Each child’s medicine should be checked to ensure correct storage.

The temperature of the medicine refrigerator/medicine cabinet temperature should be monitored daily when it is in use. This should be recorded on the *Medicine Administration Record* before administering the medication.

Appropriate action should be taken to rectify temperatures out with the correct limits. If room temperature storage is found to be out with the correct temperature, the medicine cabinet within school should be used as a temporary measure while thermostats are altered. This should be recorded on the *Medicine Administration Record Sheet.*

**Specialised Medication**

***Epi-pens***

* Where a child requires an epi-pen for allergic reactions, there must be an epi-pen available in nursery at all times. It should be easily accessible and located by all staff, clearly labelled with child’s picture and expire date.
* The EYLP will ensure that every member of staff has had the appropriate training to administer it.
* Parents are reminded that it is their responsibility to ensure that their child’s epi-pen requirements are up to date. Parents must ensure that the epi-pen is replaced prior to its expiry date.
* Children who require use of an epi-pen will also require a Health Care Plan, created with their parents, Health Visitor and key worker.
* All details should be recorded on a *Medication Administration Form*.

***Asthma Medication***

* The child should have an inhaler with them, which will be stored at nursery in the case of an emergency. Each child’s inhaler will be kept in the ‘Medication Box’ in the staff cupboard out of the children’s reach, yet easily accessed by all staff members.
* Every child’s inhaler should be clearly labelled with their name, expiry date and details of use. All details should also be recorded on a *Medication Administration Form*.

***Controlled Drugs***

We will not store any controlled drugs within the nursery at any time. If a child requires administration of a controlled drug, then the parent must come along to the nursery to administer when required.

**Auditing Medication**

* Medication Administration Forms will be checked prior to administering the medicine.
* All medication forms should be easily accessible to staff and safely stored in the medication folder.
* Medicine Administration Records should be checked to ensure they are up to date and all parents/carers have signed in and out the required medicine daily.
* Storage should be checked to ensure medication has been returned home at the end of each session.
* Storage temperature checks should be routinely carried out daily and **before** medication is administered.
* Use by dates of all medication should be checked routinely, be recorded on the Medication Administration Forms and **before** medication is administered. Out of date medicine should be returned to parent and never administered.
* Staff must ensure that all medications are inaccessible to children, stored appropriately in their original containers and clearly labelled with their contents and the child’s name.

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